

UNITED STATES DISTRICT COURT

Southern District of Indiana

Terre Haute Division

CASE ADMINISTRATOR I/II

Salary: CL 24/25 - \$36,645 - \$50,598
depending on qualifications and experience

CLOSING DATE: June 14, 2018

The United States District Court is accepting applications for a Case Administrator in its Terre Haute Office. This position reports to the Divisional Operations Manager and is responsible for maintaining the official case events summary on the docket from opening until final disposition. Applicants should have excellent administrative and organizational skills with the ability to effectively communicate both verbally and in writing. Exemplary customer service skills, a friendly, helpful, and professional demeanor and the ability to work as part of a team are imperative. Successful candidates will be highly motivated and exhibit excellent attention to detail.

The Case Administrator makes summary entries of all documents and proceedings on the docket. This includes, but is not limited to, pleadings, petitions, motions, complaints, minutes and orders. The incumbent checks the accuracy of daily data entries, performs quality checks on attorney filings, performs edits and corrective actions, contacts filers to request corrections, archives records, maintains party and attorney records in the case management database, generates and analyzes quality control reports, advises managers regarding trends in filing errors, assists in the development and revision of procedures for data entry, researches and proposes solutions to various case management issues, answers questions from litigants, attorneys, court employees, and the public, and trains new users on case management system policies and procedures.

QUALIFICATIONS: The minimum qualification for this position is one year of specialized experience in a progressively responsible administrative, case management and/or database role, preferably in the legal field. **Prefer** two years of specialized legal experience in a case management and/or electronic case filing environment. Dependability with a commitment to regular attendance and punctuality are highly regarded characteristics. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, and foster high ethical standards. Applicant must be capable of generating a high volume of statistical and quality control data with a significant degree of self-reliance. A successful candidate must be or become familiar with legal terminology and have the ability to apply a body of rules, regulations, directives, or laws.

APPLICATION INSTRUCTIONS: Applications will be reviewed as they are received and the position may be filled prior to the Application Deadline. Complete application instructions, a detailed position description, and a summary of benefits may be found on the Court's website www.insd.uscourts.gov under Employment Opportunities. To be

considered for this position, candidates must submit the entire application package in the manner prescribed by the instructions.

The Court is an Equal Opportunity Employer. Applicants are subject to a complete FBI background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The United States District Court is a smoke-free environment. Please note that federal judicial employees are governed by certain ethical guidelines that prohibit engaging in any political activities, whether partisan or nonpartisan.